

PARENTS AND GUARDIANS OF ETON SCHOOL

MISSION STATEMENT

The Parents and Guardians of Eton School support Eton School's philosophy, programs, and activities for the benefit of all Eton School students. The Parents and Guardians of Eton School facilitate communication and parent education as well as encourage and coordinate volunteerism. The Parents and Guardians of Eton School foster a spirit of inclusion, partnership, and cooperation among the entire school community.

BYLAWS

Article I: Name

The name of this group shall be the "Parents and Guardians of Eton School" (hereinafter referred to as "PAGES"). In these Bylaws, the term "Executive Committee" shall refer to the PAGES Executive Committee."

Article II: Purpose

PAGES shall support Eton School's philosophy, programs, and activities for the benefit of all students. PAGES shall facilitate communication and parent education, as well as encourage and coordinate volunteerism. PAGES may provide supplemental funds for the school through various fundraising activities that have been pre-approved by the Head of School. PAGES, which comprises all parents and guardians of current Eton School students, shall foster a spirit of inclusion, partnership, community, and cooperation.

Article III: Membership

- A. All parents and guardians of current Eton School students shall automatically be members of PAGES.
- B. All members shall have equal voting privileges.
- C. All PAGES meetings are open to faculty, staff, administration, and the Board of Trustees, although no members of these groups have voting privileges in PAGES meetings unless the individual also is a current Eton parent.

Article IV: Activity Plan and Budget

- A. The proposed Activity Plan and Budget for the following school year shall be developed by the PAGES Executive Committee in consultation with the Head of School who will report on it to the Board of Trustees at their May meeting.

- B. The PAGES Executive Committee shall make the proposed Activity Plan and Budget available to members of PAGES by the PAGES Annual Meeting in May.
- C. At the beginning of the following school year, the new PAGES Executive Committee, in consultation with the Head of School, shall accept or amend the proposed plan. The Head of School will submit the final Activity Plan and Budget to the Board of Trustees in time for its approval and inclusion in the school budget.
- D. Invoices/receipts for pre-approved expenses of PAGES shall be submitted to the Head of School or the Head of School's designee for payment or reimbursement.
- E. In the event that PAGES wishes to take on additional activities or expenses during the budget year, the PAGES Executive Committee, in consultation with the Head of School, shall prepare an amended Activity Plan and Budget.
- F. PAGES fundraisers must be approved in advance by the Board of Trustees.

Article V: Officers, Executive Committee, and Other Personnel

Section 1. Officers

- A. PAGES shall have the following officers: President, Vice President, Treasurer, Secretary, and Volunteer Coordinator.
- B. Any member of PAGES, as defined in the Membership Article, is eligible to serve in an officer role.
- C. Officers of the PAGES shall serve for a term of one year, with the exception of the Vice President, who shall assume the role of President the following year.
- D. An officer may not serve for more than two consecutive terms and may not serve consecutively in the same role. Former officers may be nominated after a year's absence from the PAGES Executive Committee.

Section 2. Executive Committee

The Executive Committee consists of the PAGES officers: President, Vice President, Treasurer, Secretary, and Volunteer Coordinator. Community Coordinators shall serve as ex officio, non-voting members of the PAGES Executive Committee.

Section 3. Other Personnel

- A. There shall be a Community Coordinator for each level of the school.
- B. There shall be at least one, but not more than two Room Representatives for each classroom in the school.

- C. Community Coordinators shall be appointed by the President. Room Representatives are selected by the classroom teachers. Community Coordinators and Room Representatives may serve more than one term consecutively.

Section 4. Nominating Committee and Other Committees

- A. The Nominating Committee shall consist of a Chair, who is the immediate past President, and one parent or guardian representative from each level. If the immediate past President is not available, the current President of PAGES shall serve as Chair of the Nominating Committee. The PAGES Executive Committee shall select the members of the Nominating Committee with the exception of the Nominating Committee Chair.
- B. Other committees shall be formed and dissolved by the PAGES Executive Committee.

Section 5. Election and Vacancy

- A. The Nominating Committee shall accept nominations from the members of PAGES and obtain consent of each nominee to serve if elected. The Nominating Committee shall present a proposed slate of officers at the March or April meeting of the PAGES Executive Committee. The Chair of the Nominating Committee or the PAGES President shall present the proposed slate of officers at the Annual Meeting in May.
- B. The slate of officers shall be elected at the May Annual Meeting. A majority vote is required for election of officers. The vote shall be whether to approve the slate in its entirety, not whether to approve individual officer candidates.
- C. The President shall appoint a PAGES member to fill a mid-term vacancy with the majority approval of the PAGES Executive Committee.
- D. If the President is unable to fulfill his or her term, the Vice President shall fulfill the remaining term of the President.

Section 6. Duties

- A. President: The President shall preside at all meetings of PAGES and all meetings of the Executive Committee. The President shall have general and active management of the affairs of PAGES; shall see that all decisions and resolutions of PAGES and Executive Committee are carried into effect; and shall have the general duties and powers of supervision for the management customarily vested in the office of President of such an organization. Throughout the term of office, the President shall train and prepare the Vice President to step into the position of President in the following year. The President shall serve as an ex officio, non-voting member of the Eton School Foundation Board of Trustees, attend all regular Board meetings and report monthly on the activities and affairs of PAGES.
- B. Vice President: The Vice President is elected to serve for two years, the first year as president-in training under the current President and the second year as President of PAGES. The Vice President shall perform other such duties as assigned by the President.

The Vice President shall perform all the duties of the President in his or her absence or inability to act.

- C. Treasurer: The Treasurer shall keep an accounting of the funds expended as part of the Activity Plan and Budget and give a current report at each meeting of PAGES. The Treasurer shall perform other such duties as assigned by the President.
- D. Secretary: The Secretary shall attend and act as secretary for all meetings of the members of PAGES and the Executive Committee; shall record the motions and results of all votes taken at any such meeting; shall take and transcribe minutes of the proceedings of any such meetings; shall ensure that the minutes are available for posting on the PAGES webpage within two weeks of the meeting; shall maintain a record of all correspondence and proceedings of PAGES and of the Executive Committee; shall ensure that proper notice is given of all meetings of the members of PAGES and the Executive Committee; and shall perform other such duties as assigned by the President.
- E. Volunteer Coordinator: The Volunteer Coordinator shall work to create an inclusive, smoothly functioning volunteer experience by coordinating PAGES activities and committees; helping to recruit volunteers from the PAGES membership; and reporting on these activities to the Executive Committee. The Volunteer Coordinator shall attend all meetings of PAGES as able; and shall perform other such duties as assigned by the President.
- F. Community Coordinators: The Community Coordinators shall work with a team of Room Representatives for their respective level of the school, focused on building community. The Community Coordinators shall provide instruction and support for the Room Representatives. They shall attend all meetings of PAGES as able and perform other such duties as assigned by the President.
- G. Room Representatives: The Room Representatives shall cultivate a sense of community in their classroom. The Room Representatives shall also support their teacher with extracurricular activities as requested.

Article VI: Meetings

Section 1. Procedure and Voting

- A. Roberts Rules of Order shall guide all meetings.
- B. A quorum for the PAGES meetings shall consist of those present. A quorum for the Executive Committee for PAGES shall consist of a simple majority of the voting members.
- C. Votes shall be by simple majority of the quorum.

Section 2. PAGES Executive Committee Meetings

Meetings of the Executive Committee of PAGES shall be held at least monthly, or more frequently, as determined by the President.

Section 3. PAGES Meetings

- A. There shall be at least three business meetings of PAGES each year: September, January, and the Annual Meeting in May. These meetings shall include approval of minutes of the previous meeting, Treasurer's report, and committee reports. Minutes shall be recorded. Votes may be taken at these meetings. These meetings may include program events as well.
- B. Non-business gatherings may be held throughout the year. These shall be open to all members of PAGES but may be focused on a specific sector of the membership. Minutes will not be recorded; reports will not be given, and votes about PAGES business shall not be taken.
- C. Meetings of PAGES shall be determined by the Executive Committee.
- D. Notification of meeting dates, times, and locations shall be made available to PAGES members at least fourteen days prior.

Article VII: Amendments

The PAGES Executive Committee shall forward all proposed amendments in their entirety to the Board's Governance Committee, via the Board Liaison. The Governance Committee and Board of Trustees will approve, reject, or work with the Executive Committee to clarify the proposed amendments. Board approved amendments shall be published to all members of PAGES.

Article VIII: Relationship Between PAGES and the Board of Trustees

As with any organization in association with the school, PAGES falls under the authority of the Board of Trustees of Eton School.